



## DEFENSE LOGISTICS AGENCY Document Services



# DACS Email Archiving for Microsoft® Exchange

### **DACS Email Archiving for Microsoft Exchange features**

#### **Tamper-proof storage**

Archive email to secure storage media such as WORM, DVD, UDO, or write-once hard disks. Time stamps and system signatures ensure the integrity of documents.

#### **Disaster recovery**

Store content safely in multiple physical locations or on high availability storage devices.

#### **Single Instance Archiving**

Detect multiple instances of content and eliminate redundancies, and compress content automatically to minimize wasted space.

#### **Information accessibility**

Automatically render content into standardized formats such as PDF and TIFF to ensure future readability.

#### **Information retrieval**

Both users and legal staff may execute powerful permissioned full text searches across email content

#### **Retention and Disposition controls**

Support automatic and interactive destruction of documents in accordance with regulatory standards. Deleted files (including indexes and other metadata) are overwritten up to 15 times to help ensure they cannot be created.

#### **Complete storage connectivity**

The archiving foundation of Email Archiving for Microsoft Exchange provides full support for all popular hardware storage platforms, including EMC2, Hitachi Data Systems, IBM, SUN, Network Appliance and more.

Once primarily an IT concern, the exponential growth of email has since become a corporate management issue. Email has increasingly become both a critical organizational asset and corporate liability. Its escalating storage management costs and decreasing system performance create a significant impact on your bottom line—and poorly managed email can contribute to significant litigation-related costs throughout the e-discovery process. Take the first step towards getting your email under control with centralized enterprise archiving.

### **Capture email to enable efficient search and controlled retention**

The primary reason email poses so much cost and risk for organizations is that many lack clear policies that define what should be kept, and why, and enable unnecessary or old email to be deleted in a consistent manner. DACS Email Archiving allows organizations to capture email from user mailboxes, storing it in an environment better suited for cost-effective long-term storage.

Once emails are captured into a centralized enterprise archive, they are readily accessible by both users and legal staff with a fully featured full text search engine. Users benefit from better access to messages, and organizations benefit from the capacity to quickly and reliably retrieve emails that are potentially relevant to audits or litigation.

Furthermore, powerful retention controls enable organizations to be confident that all email is being kept and ultimately destroyed in accordance with policy. Archived emails may be retained according to a variety of criteria including:

- Functional role (e.g., save messages from users in the IT department for 3 years and save messages from users in R&D for 5 years)
- Geographic location (e.g., save messages from users in the United States for 3 years and those of users in the United Kingdom for 5 years)

DACS Email Archiving also provides a simple upgrade path to DACS Email Management, which provides organizations with the granularity of retaining emails in accordance with a file plan of any complexity—truly saving and managing email as records.

### **Archive email interactively or automatically**

DACS Email Archiving for Microsoft Exchange can be configured to run transparently in the background—automatically capturing emails from user mailboxes, according to pre-defined rules such as:

- Size of email (e.g., greater than 5 MB)
- Age of email (e.g., older than three months)
- Whether it contains an attachment
- Keyword
- Mailbox volume (for example, start archiving when a mailbox reaches 100 MB in size and continue archiving until it reaches a more manageable volume)

You can also define folders from which all emails are archived on a recurring schedule, such as per day or once a week. Emails and folders that were megabytes in size are quickly reduced to kilobytes. In addition to automatic email archiving based on pre-defined criteria, users can also interactively archive their email. Users simply click an icon in Microsoft Outlook, and the associated email is archived. The entire process is transparent; the archived email is still fully accessible through the mail client, and remains filed in the original mail folder. Users continue to work the way they always have.

### **Optimize email system performance**

As more and more email passes through your organization, increasingly slow response times of your Microsoft Exchange system can test the patience of users. Each time you acquire new servers to extend your storage capabilities, you temporarily alleviate the problem; however, this also means higher administration costs and longer processing times.

DACS Email Archiving for Microsoft Exchange allows you to specify the emails and attachments that you wish to archive, providing immediate and lasting performance benefits:

- Reduce your Microsoft Exchange database size up to 90%
- Reduce the number of Microsoft Exchange servers up to 75%
- Accelerate backup procedures, in some cases from more than 24 hours to less than two hours
- Migrate to new releases of Microsoft Exchange much more easily

### **Reduce liability and support overhead with the elimination of PST files**

PST files in Microsoft Outlook provide a temporary resolution to the challenge of overflowing inboxes: email is automatically moved from a user's online message store to a local PST file as messages age.

The major drawback of PST files is that the larger they become, the more likely it is that data will be damaged or lost altogether. Even worse, email messages stored in local PST files are notoriously difficult to identify and collect during the e-discovery process.

DACS Email Archiving for Microsoft Exchange enables you to capture the contents of PST files into the archive, and prevent the creation of any more PST archives. The process is completely transparent and scalable—developed to meet the requirements of the largest enterprises. By eliminating the need for PST files, you can significantly reduce internal support costs and minimize the complexity and cost associated with handling PST files during litigation.

### **Simplify email access**

Archived emails are accessible from Microsoft Outlook with a single mouse click; the message is immediately displayed. You can then reply, forward, or perform any other normal action—all done transparently via the familiar Outlook interface. DACS Email Archiving for Microsoft Exchange ensures that users have continued access to archived email, even away from the office—transparently integrated into the Microsoft Outlook synchronization tool. That means no additional work for your administration staff and no overhead for your users.

### **Unparalleled scalability for outstanding performance**

The challenges and risks posed by expanding inboxes are only going to get more severe. Analyst group IDC estimated that the average users sends 156 emails per business day in 2010—for an organization of 10,000 users, this amounts to over 400 million emails messages a year.

Meanwhile, the amount of emails containing critical data continues to increase. This includes contracts, intellectual property and business transactions. Organizations need a scalable email management solution to meet the growing demand to control this information.

### **Minimize overhead with simplified administration**

DACS Email Archiving for Microsoft Exchange is easy to manage and administer. For example, automatic archiving can be controlled from a single centralized location. Since the solution is administered from within the Microsoft Management Console (MMC), administrators can work with the tools they are comfortable with. Administrators can be confident that Microsoft Exchange objects will be archived regularly, without having to acquire additional hardware for the storage space. And comprehensive quota reports provide full control over the archiving progress, allowing organizations to fine-tune the process over time, achieving the optimal balance between improved IT costs and operations and minimized corporate legal cost and risk.